



## Notification of Change of Status

Name of Licensee or Registrant \_\_\_\_\_  
License/Registration # \_\_\_\_\_

(Please check and complete appropriate item(s).)

- \_\_\_\_\_ **Change in ☐ Managing Principal or ☐ Branch Manager** (*You must complete and attach new form for Designation of Managing Principal or Branch Manager*) Pursuant to T.C.A. § 45-13-125(c), each mortgage lender or mortgage loan broker shall notify the commissioner in writing within fourteen (14) business days of any changes in its managing principal or branch manager designated for each branch.

Former \_\_\_\_\_ New \_\_\_\_\_

- \_\_\_\_\_ **Change of Address for Headquarters or Branch Location** (*You must attach original license; a new license will be issued*) Pursuant to T.C.A. § 45-13-107(a), each licensee or registrant shall notify the commissioner five (5) days prior to any change in the principal place of business of a licensee or registrant.

New Address \_\_\_\_\_  
Street, City, State, Zip

- \_\_\_\_\_ **Change of Address for Loan Originator** Name \_\_\_\_\_  
Pursuant to T.C.A. § 45-13-126(f), it is not necessary for a licensee or registrant to return the registration certificate of a mortgage loan originator who changes from one branch office to another branch office of the licensee or registrant; provided the licensee or registrant notifies the commissioner in writing of the change.

New Address \_\_\_\_\_  
Street, City, State, Zip

- \_\_\_\_\_ **Request for Substitute License or Certificate of Registration – A \$25 fee is required along with a letter explaining the circumstances for the loss of license or certificate.**  
Pursuant to T.C.A. § 45-13-128, in the event that a license, certificate of registration, or mortgage loan originator registration certificate issued under this chapter is lost or destroyed, the person to whom the license or certificate of registration was issued may, upon payment of a fee prescribed by the commissioner, obtain a substitute license or certificate of registration, upon furnishing proof satisfactory to the commissioner that the license or certificate of registration has become lost or destroyed.

☐ Loan Originator ☐ Licensee  
☐ Registrant ☐ TILT

\_\_\_\_\_ Name  
Address \_\_\_\_\_  
Street, City, State, Zip

- \_\_\_\_\_ **Termination/Resignation of Loan Originator**  
**\*The Original Loan Originator Registration Certificate Must Be Returned With This Form\***  
Pursuant to T.C.A. § 45-13-126(f), if the services of a mortgage loan originator are terminated, the licensee or registrant for whom such services have been provided shall return the original registration certificate within fourteen (14) business days after the cessation of the provision of such services.

\_\_\_\_\_ Name \_\_\_\_\_ SSN \_\_\_\_\_ Last Day of Employment \_\_\_\_\_

\*\*\*\*\* Signature and Title of Managing Principal \*\*\*\*\*